

The School
District of Philadelphia
Remote Learning
Summer Programs
Staff Handbook



ABC



This is a live document that will continue to be updated as information and updates for summer staff become available.

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Summer Program Overview

To: Principals and Central Office Staff



We hope you and your families are staying well and healthy during this time. The Office of Academic Supports and the Chief Schools Office are excited to announce its summer program offerings for 2020! Our programming has been redesigned to prevent learning loss, ensure continued academic enrichment for eligible students, promote successful transition in the critical years from middle school to high school, and facilitate post-secondary readiness. You play a critical role in this effort.

In preparation of this year’s summer programs, we anticipate that parents/guardians may contact you with specific questions related to each of the programs (i.e., student eligibility, dates & times). To that end, please find below general information pertaining to all programs. A brief overview of each summer program, including the criteria in which students are selected. Expectations and information for summer program teachers, staff, secretaries, and Assistant Principals are also outlined.

General Information for All Programs

The district is committed to principles of equitable access for all children, and to this end is working to build capacity through technology, training, and supplemental resources for all students. Unless an alternative method is offered by the program, students will be expected to participate virtually in the programs offered and to use the technology available at home.

Students participating in remote summer programs must adhere to the Student Code of Conduct. Bullying, cyberbullying and/or harassment of any type will not be tolerated. Additional resources and behavioral health supports are outlined in this handbook and will be updated as resources become available.

We hope that the program offerings and supports provided will engage students during the summer months. Thank you for your continued support and commitment for all students of the School District of Philadelphia.

In Service,

Malika Savoy- Brooks, Ed.D.
Chief Academic Officer

Evelyn Nunez, Ed.D.
Chief Schools Officer

Program Offerings

Program	Grades	Content
Summer Opportunity for Academic Review	Grades 3 - 7	ELA and Math Enrichment for specific student populations
Extended School Year Program	K - 12	Special Education Enrichment



English Learner Summer Program	Rising 1 - 12	ELA and Math Enrichment for Newcomers
Summer Bridge	Rising 9th	ELA and Math Enrichment, college and career readiness
UPENN Rising Senior Summer Academy	Rising 12th	Academic skills, leadership, college and career readiness
StartUP EDU	Rising 9 - 12	Entrepreneurship skills, leadership, college and career readiness
Summer HEAT Program	Graduating seniors	College readiness, career pathways and other postsecondary transitions
Summer Credit Recovery	9, 11, 12	Core content credit recovery to meet graduation reqs
CTE Summer Program	CTE Grades 7th, 10th - 12th	Middle Grade Digital Career Exposure (Grade 7), Advanced Electronics, Business/Marketing, Digital Media Productions, Film and Video (Grade 10 -12).
Parkway Accuplacer Enrichment	Rising 9 - 10	Accuplacer preparation, college readiness

Program Dates & Times

Program	Program Dates	Staff PD Dates	Staff Hours	Student Hours
Summer Opportunity for Academic Review	Jun. 29 - Aug. 6	6/16 - 25	9a - 1p	9a - 1p
Extended School Year Program	Jun. 30 - Aug. 6	6/16-17; 6/29, 8/7	9a - 1p	9a - 1p
English Learner Summer Program	Jun. 29 - Jul. 31	6/29 - 30	See detail	See detail
Summer Bridge	Jul. 6 - Jul. 31	6/17 - 18	See detail	See detail
UPENN Rising Senior Summer Academy	Jul. 6 - Jul. 31	N/A	N/A	TBD
StartUP EDU	Jul. 6 - Jul. 31	6/17 - 18	See detail	See detail
Summer Heat	Jun. 22 - Aug. 7	6/18	See detail	See detail
Summer Credit Recovery	Jun. 29 - Jul. 31	6/26	10:00a - 1:00p	10:00a - 1:00p
CTE Summer Program	Jul. 6 - Aug. 28	6/16-6/17	See detail	See detail
Parkway Accuplacer Enrichment	Jul. 7 - Aug. 5	6/16	8:15a- 12:15p	8:15a- 12:15p

Student Enrollment & Attendance

Office of Student Enrollment and Placement & Office of Information Systems

This document was prepared by Information Services in collaboration with the Office of Student Enrollment and Placement to support enrollment and Infinite Campus (SIS) related procedures for Summer Programs. Note that this information is pertinent only for the programs utilizing the SIS listed below:



- Summer Bridge 7/6/2020 - 7/31/2020
- English Learner Summer Program 7/6/2020 - 7/30/2020
- Extended School Year Start Date 6/29/2020 - 8/7/2020
- Parkway Accuplacer Enrichment 7/7/2020 - 8/5/2020
- Parkway Center City Bridge 7/7/2020 - 8/5/2020
- Credit Recovery Center 6/29/2020 - 7/28/2020
- Startup EDU 7/6/2020 - 7/31/2020 - 7/31/2020
- SOAR 6/29/2020 - 8/6/2020

Summer Programs Enrollment Timeline

PHASE 1: Pre-Program Enrollment - Each program manager will collect student participant information for each program on the Summer Programs Enrollment Template to be sent out at a later date. Please submit completed templates to Samuel Rein by June 12. After students are uploaded into the SIS-Infinite Campus, Summer Secretaries will assign the students to homerooms in SIS.

PHASE 2: Enrollment Walk-Ins - Walk-in enrollments will now have to be vetted by the respective offices organizing each summer program and then sent to the secretaries for enrollment.

Summer Program Attendance

Attendance will be recorded in the SIS-Infinite Campus. Student attendance must be taken by teachers and provided to program secretaries for entry into the SIS.

Summer Programs Secretary Training

Summer Secretary training in SIS-Infinite Campus, enrollments, attendance taking and walk-in scheduler (changing students in homerooms) will be held during the first week in June. Dates to be announced in the near future. Secretaries will enroll for the sessions via Cornerstone. Steppers and other resources will be provided during the session.

Credit Recovery

Summer Credit Recovery - Enrollment, attendance, course marks and credits will be recorded in the SIS- Infinite Campus. Teachers will enter attendance and grades into the SIS **at this location ONLY**.

If you have any questions or concerns about the information on this document, please reach out to Samuel Rein at srein@philasd.org. For SIS related questions, please contact the SIS (Infinite Campus Help) - SDP's Technology Help Desk by calling (215) 400-5555 or emailing helpdesk@philasd.org



Office of Curriculum and Instruction

Summer Opportunity for Academic Review S.O.A.R.

This program is intended to provide an opportunity for academic review and decrease academic regression of students who are identified as needing continued support. Eligibility is based on performance levels. The program takes place over the course of 6 weeks, with three 2-week cycles focused on foundational skills necessary for the next grade, aligned to student competencies. Teachers will:

- Facilitate instruction in teams of 3 (Grade, ESOL, Special Education)
- Plan and implement curriculum-aligned lessons including scaffolded instruction
- Provide opportunities for students to interact through reading, writing, speaking, listening,
- Provide ongoing instructional feedback.

Targeted Grades and Students: This program will provide support to students in grades 3-7; English Language Learners, Special Education High Incidence students, and identified students demonstrating low proficiency levels in English Language Arts (ELA) and/or Mathematics.

Contact Information: soar@philasd.org

Application Information: Applications will be open until 6/12. [Eligible students may register here](#)

Program Dates : 6/29 - 8/6

Staff only: 6/16 - 6/25

Student Schedule: Tuesday-Thursday (4 hours/day) - 9a - 1p

Teacher and Assistant Principal Schedule:

Work schedule is as follows for both Teachers and Assistant Principals:

Weeks 1, 3, and 5 - Monday - Thursday (5 hours/day) - 8:30 - 1:30 p

Weeks 2, 4, and 6 - Tuesday - Thursday (5 hours/day) - 8:30 - 1:30 p

Secretary Hours: Tuesday - Friday- 5 hours/day - 20 hours

Professional Development - 6/16 - 6/25

Tuesday - Thursday - Up to 4 hours each day



Office of Specialized Services

Remote Extended School Year (ESY) 2020

Extended School Year (ESY) provides special education and related services to students with disabilities beyond the regular 180-day school year. ESY eligibility is based on an IEP team decision. However, there is no fixed amount, type, or duration of ESY services; each student is entitled to receive the services necessary to ensure he/she receives an appropriate education based on his/her needs. Due to the closure of our schools and mandatory public health measures such as social distancing, the district will make a good faith effort to provide ESY services remotely. Please collaborate with the ESY site team to receive guidance on providing support and services during remote ESY 2020.

ESY 2020 SERVICE DATES: June 30, 2020-August 6, 2020

Days: ESY services will be provided remotely on Tuesdays, Wednesdays and Thursdays,

Hours: Program hours will run from 9:00 a.m. to 1:00 p.m., for a six-week period during the summer

Contact Information

ESY 2020 SITE DIRECTORY

[See the ESY site directory below; this will assist you in contacting pertinent staff at various ESY sites.](#)

Office of Specialized Services (215-400-4170)

Email: ESY@philasd.org

OSS Administrative Staff

Wendy Shapiro, Interim Deputy Chief, Office of Specialized Services

Sonya Berry, Executive Director, Office of Specialized Services (sberry2@philasd.org)

Dr. Nyshawana Francis-Thomas, Executive Director, Office of Specialized Services (nfrancis2@philasd.org)

Dr. Ramona Hollie Major, Executive Director, Office of Specialized Services (rholliemajor@philasd.org)



Office of Multilingual Curriculum and Programs

English Learner Summer Program (ELs)

The English Learner Summer Program is for English Learners (ELs) Levels 1 and 2 currently in grades K to 11 (rising 1st to 12th graders) who are new to the country (less than 2 years). This program will include instruction in English and Math taught by School District of Philadelphia teachers online in Google Classrooms.

Total student estimate: 1000.

Interested parents should contact their child's ESL teacher or principal regarding eligibility.

Walk-on enrollment is allowed during the first two weeks of the program. The last day for walk-ons is July 17.

Contact Information: Multilingual@philasd.org

Staff only days: PD - June 29-30, BCAs only - June 22 - July 3
Program Date and Hours: July 6 - July 31

ELA Teachers
Elementary: Monday, Tuesday
Between the hours of 9-12,
3 hours total instruction
1.5 synchronous, 1.5 asynchronous

Middle/High School: Between the hours of 10-1, 3 hours total instruction
1.5 synchronous, 1.5 asynchronous

Math Teachers
Elementary: Wednesday, Thursday
Between the hours of 9-12, 3 hours total instruction
1.5 synchronous, 1.5 asynchronous

Middle/High School: Between the hours of 10-1, 3 hours total instruction
1.5 synchronous, 1.5 asynchronous

ELA and Math Teachers CPT + AP ELA: Tuesdays - Math: Thursdays 1:30 - 2:30 pm

Assistant Principals Monday and Wednesday - 9AM - 11AM,
Tuesday - 10AM - 11AM, 1:30 - 2:30PM
Thursdays - 10AM - 11AM, 1:30 - 2:30PM

Bilingual Counseling Assistants **2 weeks leading up to program:** Monday - Thursday (7 hours a week, hours vary depending on parent availability)

Secretary **During Program:** Monday – Thursday 10AM – 11:45AM
Monday – Thursday 2PM – 3:45 PM



Office of Postsecondary Readiness

Startup EDU

Students will gain an entrepreneurial mindset in this four week program. They will gain the skills needed to start a business by learning the integral skills needed when becoming an entrepreneur. Students will learn concepts such as presentation skills, targeting a market, finances and budgeting and much more! This program will be taught by The School District of Philadelphia, College and Career Readiness Coordinator staff online in Google Classrooms. Curriculum will be provided by the Network for Teaching Entrepreneurship (NFTE).

Total Student Estimate: 75.

Contact Information: StartUpEDU@philasd.org

Program Dates: July 6 - July 31, Monday – Friday
Program Hours: 5 hours live instruction per week
12 hours asynchronous learning per week
5 hours live support via office hours per week

Parents can apply at <https://phila.workready.org/security/phila/login>

PYN REFERRAL CODE: 9th grade: IA013; 10th-12th grade: IA012



Office of Postsecondary Readiness

Summer Bridge Program

Summer Bridge is geared towards providing programming in order to support incoming 9th grade students in a successful transition to high school. This program will include reinforcement in English and Math taught by School District of Philadelphia teachers online in Google Classrooms. Curriculum will be provided by Scholastic.

Total Student Estimate: 450-500 Teachers will be responsible for managing four groups of 20-23 students; total 80 students per teacher.

Contact Information: summerbridge@philasd.org

Staff only days: June 16 and June 17 3 hours each day

Program Date and Hours: July 6 - July 31, Monday- Thursday

ELA Teachers:
4 hours per week live instruction
4 hours per week asynchronous planning and instruction
6 hours per week office hours
Total- 14 hours per week

MATH Teachers:
4 hours per week live instruction
4 hours per week asynchronous planning and instruction
6 hours per week office hours
Total- 14 hours per week

ELA and Math Teachers: K-12 English and Math w/ ESOL cert. & experience

Parents/Students may completion an application [here](#).



Office of Postsecondary Readiness

High School Summer HEAT Program

The Summer HEAT (Helping Everyone Achieve Together) Program will provide current 12th-grade students the support they need to make a successful transition into their chosen college or career pathway after graduation. This includes weekly support to ensure all final steps are complete for successful Fall enrollment into a college or university and providing students with access to available resources for local opportunities including working papers, job preparation and placement, internships, and trade programs. The Summer HEAT program will provide an additional week of enhanced support for seniors who have successfully completed Summer Credit Recovery.

Students may participate in Summer Heat programming while enrolled in other District Remote Learning programs (e.g. Summer Credit Recovery).

Total Student Estimate: 1000

Program Dates: June 22 - August 7
Monday - Thursday

Contact Information: collegeandcareer@philasd.org

Staff only day(s): June 18 (2 hours)

Program Date and Hours: June 22 - August 7
Monday - Thursday

Counselors: Management of Google Classrooms
Daily office hours (12 hours per week)
Assistance with Summer HEAT Hotline

Registration: Registration form: [High School Summer HEAT](#)



Office of Postsecondary Readiness

UPENN Rising Senior Summer Academy

In support of ensuring students graduate ready for postsecondary success, The School District of Philadelphia will partner with the University of Pennsylvania to pioneer a bold new program for Summer, 2020: an adaptive, post-pandemic Penn Rising Senior Summer Academy (PennRSSA) for up to 14,000 “rising seniors” attending School District of Philadelphia (SDP) public and charter high schools. This virtual initiative, the first of its type, scope, and scale in the United States, will be characterized by exemplary program operations and a curriculum that is both inclusive and nurtured by innovative pedagogy. At the conclusion of the program, students will also receive a certificate of completion that can be displayed on resumes and college applications, as well as professional networks such as LinkedIn.

Application dates: May 18 – June 12

Information Session: Thursday, May 28

Application Link: <https://provost.upenn.edu/pennrssa>

Program start date: July 6 – July 31 Monday – Friday

The program will be offered in two distinct components, both of which are completely free of charge:

1. PennRSSA Academy

The Academy component of PennRSSA is a virtual four-week intensive summer program designed to immerse up to 2,500 rising seniors in an academic, career, and postsecondary preparatory experience. Instruction and mentorship will be offered to cohorts of 25 students each, supported by a dedicated network of approximately 100 Penn graduate and professional student teaching assistants and subject matter experts from all 12 academic schools at Penn. The program schedule, designed with the input of specialists of online learning, simulates the traditional Monday-Friday school week, with a combination of live instruction and asynchronous learning for students to complete on their own time.

At-a-glance:

- Who: All “rising seniors” attending School District of Philadelphia public and charter high schools; up to 2,500 applicants will be selected
- What: Virtual intensive summer program in academic, career, and postsecondary preparation
- Where: Online modules in Canvas and Google Meet
- When: Program runs July 6-31, 2020, with an orientation day in late June/early July
- At the conclusion of the program, students may receive 1 humanities credit on their high school transcript.

2. **OpenRSSA:** OpenRSSA is a two-course online program open to all rising seniors on the topics of college preparation and personal finance. With extensive content for real-world application, participants can work through the online modules at their own pace to earn a certificate of completion that can be displayed on resumes and college applications, as well as professional networks such as LinkedIn. Program is open to All “rising seniors” attending the School District of Philadelphia public and charter high schools. This is a Free, self-paced, online course in College Prep and Personal Finance. Online modules available through Coursera and Canvas Catalog. Participants can complete the courses at their own pace.



Office of High School Supports

Summer Credit Recovery

The Summer Credit Recovery program provides students in grades 9, 11 and 12 the opportunity to recover two (2) credits in courses previously enrolled to include; English, History, Math, Science and Spanish (World Language), and did not pass the course in the 2019-2020 Academic School year. Due to COVID-19 the Summer Credit Recovery program has transitioned to an online learning platform for the 2020 summer session.

Registration Process- 9th, 11th, and 12th grade students will be pre-registered by Roster Chairs at each school. Pre-registration is **from May 27th through June 5th**.

Attendance Requirements for Credit- No more than two (2) absences (excused or otherwise) and successfully passing the mid-term, final and classroom participation criteria.

Graduation- Diplomas will be distributed upon completion of the credit recovery program either by mail or in person depending on social distancing requirements. Diplomas will be distributed to those students who satisfy the minimum graduation requirements in all graduation areas -- no exceptions.

Parents/guardians can contact their school counselor or roster chair regarding eligibility for this program.

Exam Requirements

Mid - Term: Tuesday, July 14
Final: Monday, July 27

Program Date and Hours: June 29 - July 31
Monday - Friday
10:00 am - 1:00 pm

Virtual Instructional Hours 10 am - 1 pm
3 hours total instruction
1.5 synchronous, 1.5 asynchronous

Teacher Preparation Time 9:15 am - 10 am

Orientation PD: June 26th, 2020
9 am - 2 pm

Common Planning Time/PD: June 30th, July 7th, 14th, 21st, 28th
1:00 pm - 2:00 pm



Summer Credit Recovery Cont.

Participation Eligibility by Grade:

9th Grade Credit Recovery

Participation Criteria- The student must be enrolled in The School District of Philadelphia high school, which includes being indicated in the Student Information System (SIS), Infinite Campus. The two additional credits taken during the summer **MUST make the student eligible to be a sophomore** (according to quality credits) for the upcoming fall.

11th Grade Credit Recovery

Participation Criteria- The student must be enrolled in The School District of Philadelphia high school, which includes being indicated in the Student Information System (SIS), Infinite Campus. The two additional credits taken during the summer **MUST make the student eligible to be a senior** (according to quality credits) for the upcoming fall.

12th Grade Credit Recovery

Participation Criteria- The student must be enrolled in The School District of Philadelphia high school, which includes being indicated in the Student Information System (SIS), Infinite Campus. The two additional credits taken during the summer **MUST make the student eligible to graduate** (according to quality credits) upon the completion of the summer credit recovery program.

Courses Offered

During summer school credit recovery students can recover a maximum of two (2) classes in the following areas: English, History, Math, Science, Spanish (World Language).

Contact Information:

Office of High School Support	Email
Marjorie Gaskin (CR)	mgaskin@philasd.org
Michelle Armstrong (CTE)	mharmstrong@philasd.org
Mary S. Dean	msdean@philasd.org
Summer Scheduler	TBD



Office of High School Supports

Career & Technical Education (CTE) Summer Employability

The CTE Summer Job Program is intended to give Career and Technical Educational (CTE) students a chance to work in meaningful ways with faculty and peers learning their ongoing Science, Technology, Engineering and Math (STEM) related programs and projects. This year due to the impact of COVID-19, our Summer Youth Employment Program has transitioned to a virtual experience for our youths. All participants will have a digital experience to earn incentives. These digital experiences are both mobile and computer friendly and will focus on:

Middle Grade Digital Career Exposure to learn about various career opportunities based on personal interests, abilities, aptitudes, leading to the implementation of a career plan.

Financial Literacy to learn how money is earned, spent, saved and how to use financial resources.

Digital Literacy and **Brand Identity** to learn how to use, share and contribute to information through digital technologies.

The following Career and Technical Educational programs planned for summer 2020 are Advanced Electronics, Business/Marketing, Digital Media Productions, Film and Video.

These programs will offer a digital learning experience in virtual classrooms with their teachers and industry professionals. It is to build your child's technical skills, to be fun and inspiring and will offer paid work experience.

Total student estimate: (125) rising 7th grade and (100) rising 9-12 grade

Program hours: Student will have 4 hours of instruction by CTE teachers M-F

Varies by program between 8:00AM to 4:00PM

PD Dates: June 16th -June 17th

Dates for Students and Staff: July 6 – August 28

Parents/guardians should contact their students' CTE teacher to determine eligibility.

Students will receive financial incentive for participation.



Parkway Center City Middle College Accuplacer Enrichment

The Accuplacer Enrichment Program will support current 9th grade students in developing skills needed to successfully pass the Accuplacer Placement Exam at Community College of Philadelphia. The programming and curriculum will be based on the Diagnostic Test administered to students earlier in the school year. The Summer Accuplacer Enrichment Program is geared towards all students in the 9th grade who have not placed at college level in either Math or Reading or both. This summer opportunity will further enhance and reinforce their education from the previous year, as well as support their needs as they prepare for the placement test.

Parkway Center City Middle College Accuplacer Enrichment - Additional Information:

Program hours:	8:15 AM - 12:15 PM
Professional development date:	June 16, 2020 (8:30-3:00) PM
Program start date:	July 7, 2020
Program end date:	August 5, 2020

Parents/guardians of students at Parkway CC should contact their principal to verify that their child is eligible to participate.

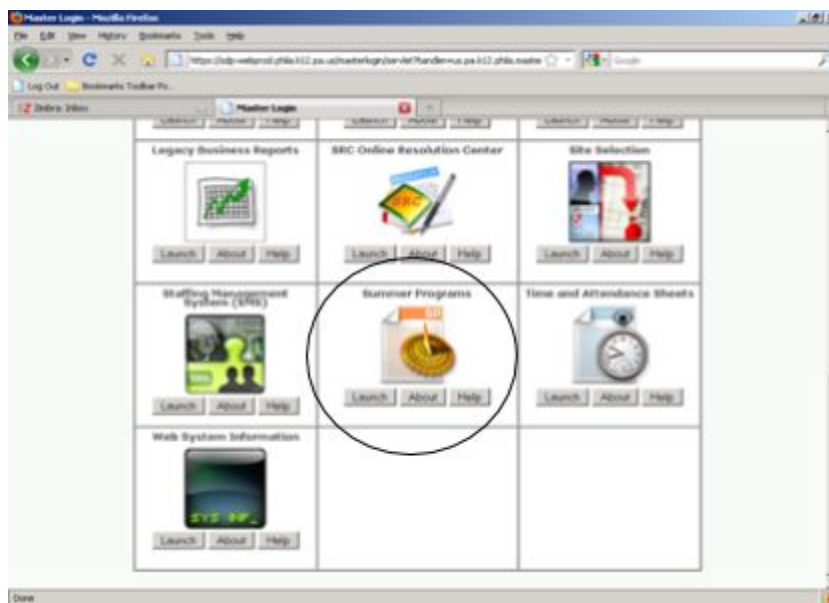


Staff Attendance & Payroll

School District of Philadelphia Systems Administration Unit (SAU)

Payroll Entry and Approval**

Summer Programs is performed via the Summer Programs application accessible through the SDP LOGIN page. The application will be available to payroll secretaries accessing the internet from home.



Documentation for use of the application will be published on the SAU web-site:

<https://www.philasd.org/informationssystemsservices/advantage-hrpayrollfinance/resource-center/>

Payroll must be approved or Employees will not be paid for a given pay period**

Summer Programs payroll closes the Thursday before a regular payroll Friday.

Work days	Payroll Closes
06/06/20 – 06/18/20	06/18/20
06/19/20 – 07/02/20	07/02/20
07/03/20 – 07/16/20	07/16/20
07/17/20 – 07/30/20	07/30/20
07/31/20 – 08/13/20	08/13/20

Questions concerning Summer Programs payroll entry/approval questions can be directed to the Advantage Help Desk at advantage@philasd.org.



Office of Prevention & Intervention

Essential Functions & Emergency Contacts

The Office of Prevention and Intervention partners with schools to support the behavioral needs of students.

What we help schools do:

- Understand each child's individual needs and unique circumstances and how to best address those needs
- Pay attention to the unique strengths each child has and how to capitalize and grow those abilities
- Use language that fosters nurturing and compassionate relationships, as well as appropriate limit-setting
- Interact in ways that helps children feel safe and learn how to cope and problem solve

How we help schools do this:

- Provide technical support, coaching, training and consultation for behavioral health, trauma-informed practice, 504 service agreements and behavioral crisis support and response
- Support school counselor through technical consultation, coaching and professional development
- Provide behavioral health consultation during interagency and transition meetings
- Provide schools with training on behavioral health and trauma awareness
- Provide training, coaching and consultation for effective behavioral MTSS process, including SAP response
- Provide coaching and consultation to implement trauma-informed school practices
- Partner with behavioral health providers and community partners for access to behavioral health services
- Liaison with behavioral health providers in the schools to ensure appropriate services to students
- Provide consultation for individual student behavioral health crisis response
- Coordinate and deliver school-wide crisis response and recovery

When to contact us:

- A child has behaviors that the school has not been able to effectively address or if a child's behaviors has declined
- You want coaching, technical consultation or training around behavioral health, mental health, 504 or trauma
- Questions about a counselor's role
- Accessing behavioral health services or supports for students
- Supporting or addressing a concern about a student's school-based behavioral health or mental health provider
- A student is a danger to himself or others or is behaving in erratic, unusual or bizarre ways
- A student expresses a desire to or behaves in a manner to hurt or kill themselves or others
- There is a death of student or staff or other traumatic event for direction, coordination and support of school-wide crisis response



WHO TO CONTACT:

Prevention & Intervention Liaison	Network	Email
Jami Williams	1 & 11	jdwilliams@philasd.org
Korbin Reynolds	2 & 13	kreynolds@philasd.org
John Hale	3 & Opportunity	jhale@philasd.org
Johanna Agnew	4	jagnew@philasd.org
Tania Leonard	5	tleonard@philasd.org
Howard Marcus	6	hcmarcus@philasd.org
Danica Moore	7	Dmoore7@philasd.org
Deilia McLaughlin	8	dmclaughlin@philasd.org
Alba Blandino	9	ablandino@philasd.org
Cynthia Van-Otoo	10 & 12	cvanotoo@philasd.org
James Adams	Acceleration	jadams@philasd.org
Montrell Duckett	Innovation	mduckett@philasd.org

FOR BEHAVIORAL HEALTH EMERGENCIES CONTACT YOUR NETWORK P&I LIAISON

If you cannot reach your P&I Liaison, call the
BEHAVIORAL HEALTH EMERGENCY LINE – (267) 784-7895



Behavioral Health Emergency Procedures

[Link to PDF](#)

BEHAVIORAL HEALTH EMERGENCY PROCEDURES DURING DISTANCE LEARNING

BEHAVIORAL HEALTH EMERGENCY: When a student expresses (verbally, in writing, or through behavior) the desire or intention to inflict serious or life-threatening injury to themselves or others. This behavior could be witnessed via phone conversation, text messaging, email, video conferencing, or Google Classroom.

PROCEDURE	PERSON RESPONSIBLE	ACTION STEPS
<p>SECURE IMMEDIATE SAFETY</p> <p>↓</p> <p>CONSULT SCHOOL COUNSELOR or Mental Health Clinician</p> <p>↓</p> <p>ASSESS LEVEL OF RISK</p> <p>↓</p> <p>TAKE ACTION</p>	<p>Staff member who identifies a student in crisis</p> <p>Principal or Designee</p> <p>School Counselor or Mental Health Clinical</p> <p>School Counselor or Mental Health Clinician</p> <p>School Counselor or Mental Health Clinician</p>	<ul style="list-style-type: none"> Ask the student: 1) Are they in a safe place AND 2) Is there an adult present Call 911 if student needs immediate medical treatment Immediately notify parent/guardian, principal and counselor of situation Notify Prevention and Intervention Liaison (P & I) at the Behavior Health Emergency Line (267) 784-7895 if crisis occurs <i>after traditional school hours</i> Continuously provide adult support and virtual supervision; if possible, until parent/guardian, principal or counselor responds <ul style="list-style-type: none"> Consult with School Counselor or other mental health professional (minimum Masters level) for risk assessment; to include STEP Coordinator and School Psychologist <ul style="list-style-type: none"> Conduct risk assessment; to include STEP Coordinator and School Psychologist Contact the assigned Prevention & Intervention Liaison or Behavior Health Emergency Line If a crisis occurs after traditional school hours, or a weekend, the Prevention & Intervention Liaison on call for the Behavior Health Emergency Line will conduct a risk assessment <ul style="list-style-type: none"> Determine level of risk ROUTINE: Intervention within five days- No active suicidal/homicidal ideation or other risk, but extreme distress and/or a history of suicidal/homicidal behavior URGENT: Intervention within 24 hours- Some current risk or suicidal/homicidal ideation but has No Plan and the child/adolescent can 1) contract for safety and 2) carry out a safety plan with the assistance of their family/guardian EMERGENT: Immediate Intervention- Current risk or suicidal/homicidal ideation with clear, expressed intentions and/or past history of carrying out such behavior <p>ROUTINE and URGENT</p> <ul style="list-style-type: none"> Conduct phone conference with parent/legal guardian or foster parent and CUA/DHS; include the current provider in the discussion of next steps if applicable IF THERE IS ANY DHS INVOLVEMENT, CONTACT CUA FOR DOMESTIC RELATIONS ORDER Assist family in connecting to existing or new treatment providers Check Student Information System (SIS) for current release of information; if none, obtain verbal permission to connect student/ family to Student Assistance Program (SAP) Complete Parent Emergency Conference Form documenting reason for referral and recommendations <p>EMERGENT (302/201/PSYCHIATRIC EVALUATIONS)</p> <p>Consent for treatment must be by the legal guardian (person/entity identified by CUA for children 13 and under, or by the child 14 or older)</p> <ul style="list-style-type: none"> Contact P & I Liaison to determine if call for Children's Mobile Crisis Team is warranted If P & I Liaison is unavailable, call the Behavior Health Emergency Line at 267-784-7895 Follow instructions of P & I Liaison in calling Children's Mobile Crisis Team Conduct phone conference with Parent/Legal Guardian/Foster Parent and CUA/DHS; invite to Emergency Conference IF THERE IS ANY DHS INVOLVEMENT CONTACT CUA FOR DOMESTIC RELATIONS ORDER Obtain verbal consent from parent/guardian to connect to outside resources i.e. SAP or existing providers Consult with existing behavioral health provider, if applicable Complete Parent Emergency Conference Form, documenting reason for referral and recommendations Submit Serious Incident Management System (SIMS) Report Complete Behavioral Health Emergency Form and email to the Philadelphia Children's Crisis Response Center; Lauren.Wheeler@belmontbehavioral.com or Gabriel.Smith@belmontbehavioral.com
<p>DOCUMENT AND FOLLOW UP</p> <ul style="list-style-type: none"> Complete Counselor Emergency Report (page 1) and Parent/Guardian Emergency Contact Form Upload documents into Student Information System (SIS) Email assigned Prevention & Intervention Liaison within 24 hours Develop and document Counseling/Behavior Support Plan (Tier 3); inclusive of Crisis/Safety Plan and Progress Monitoring in collaboration with treating mental health professionals, family and student After return to school, conduct periodic virtual 'check-ins' with student to assess risk until stable Maintain ongoing collaboration, with parent/legal guardian and treating mental health professional Document 7-day and 30-day follow-up status in SIS Retain copies of all documents for student's confidential file 		



The following Sections will be updated as programming is finalized and uploaded to the district website

Technology Use and Training

Hotline Information and Digital Learning Resources



Index - ESY Virtual Sites for 2020 and Administrative Staff (Will be updated as staffing is finalized)

Elementary K-8

- Grover Washington Jr., 201 E. Olney Avenue, 19120(REMOTE)
- Henry W. Lawton, 6101 Jackson Street, 19135 (REMOTE)
- Bache Martin, 2201 Brown st., 19130 (REMOTE)
- Barry, 5900 Race st., 19139 (REMOTE)
- Baldi School, 8801 Verree Road, 19115 (REMOTE)
- Julia de Burgos, 401 W. Lehigh Avenue, 19133 (REMOTE)

High School (grades 9-12)

- Samuel Fels High School, 5500 Langdon Street, 19124 (REMOTE)
- Parkway Northwest High School, 6200 Crittenden Street, 19119 (REMOTE)
- West Philadelphia High School, 4901 Chestnut Street, 19139 (REMOTE)
- Martin Luther King High School, 6100 Stenton Avenue, 19138 (REMOTE)
- GAMP, 2136 W. Ritner St., 19145 (REMOTE)
- Kensington CAPA, 1901 N. Front, 19122 (REMOTE)
- Kensington High School for Creative and Performing Arts, 1901 N. Front Street, 19122 (REMOTE)

ESY Virtual Site	ESY ADMINISTRATIVE STAFF
Fels, Samuel (9-12) (REMOTE) 5500 Langdon St, 19124 215-400-7100	ESY Site Principal: TBD Special Education Director: Dr. Jodi Roseman Case Manager: Heather Brabaham/ Tyra Wynn Secretary: TBD
King, Martin Luther (REMOTE) 6100 Stenton Ave., 19138 215-400-3500	ESY Site Principal: TBD Special Education Director: Latesha Watson Case Manager: Lynda Larubio Secretary: TBD
Parkway Northwest High School (9-12) (REMOTE) 6200 Crittenden St., 19119 215-400-3390	ESY Site Principal: TBD Special Education Director: Nefertiti White Case Manager: Rachel Malloy-Goode Secretary: TBD
Barry, John (K-8) (REMOTE) 5900 Race St., 19139 215-400-7640	ESY Site Principal: TBD Special Education Director: Tanya Bradley-Watson Case Manager: Nicole Danker Secretary: TBD



ESY SITE	ESY ADMINISTRATIVE STAFF
West Philadelphia High School (9-12) (REMOTE) 4901 Chestnut St., 19139 215-400-7900	ESY Site Principal: TBD Special Education Director: Deb Share Case Manager: Kate Vasileyz/Diane Bryant Secretary: TBD
Bache-Martin School (K-5) (REMOTE) 2201 Brown St., 19130 215-400-7550	ESY Site Principal: TBD Special Education Director: Marie Capitolo Case Manager: Joan Tomczak Secretary: TBD
Baldi Middle School (REMOTE) 8801 Verree Rd., 19115 215-400-3090	ESY Site Principal: TBD Special Education Director: Nicole Velez Case Manager: Christine Feeney Secretary: TBD
de Burgos, Julia (K-8) (REMOTE) 401 W. Lehigh Ave., 19133 215-400-7080	ESY Site Principal: TBD Special Education Director: Cecilia Bradbury Case Manager: Diane Rodriguez/ Jennifer Swec Secretary: TBD
Kensington High School for Creative and Performing Arts (9-12) (REMOTE) 1901 N. Front St., 19122 215-400-7400	ESY Site Principal: TBD Special Education Director: Jennie Stadleberger Case Manager: Dr. Maya Sherin/ Zanetta Smith Secretary: TBD
Lawton, Henry W. (K-8) (REMOTE) 6101 Jackson St., 19135 215-400-3340	ESY Site Principal: TBD Special Education Director: Charlotte Sieverling Case Manager: Jessica McCracken Secretary: TBD
Girard Academic Music Program (GAMP) (9-12) (REMOTE) 2136 W. Ritner St., 19145 215-400-8230	ESY Site Principal: TBD Special Education Director: Amy Holdsworth Case Manager: Lucia Granger Secretary: TBD
Washington Jr., Grover (K-8) (REMOTE) 201 E. Olney Ave., 19120 215-400-3820	ESY Site Principal: TBD Special Education Director: Ed Davies Case Manager: Tom Miller Secretary: TBD